

Executive Assistant to DD/S
7024 HQ
Director of Training
1D-0418 HQ

No. 1: For your information.

No. 2: Would you please let us know if you
have any nominations to make.

STATINTL

Orig - Addressee w/atts.
✓ - [REDACTED] w/cy atts.
1 - D/Pers Chrono w/cy atts.

Deputy Director of Personnel 5E56 HQ 24 OCT 1962

AMERICAN SOCIETY OF TRAINING DIRECTORS



19 OCT 1962

Dear Sir:

The American Society of Training Directors, Washington, D. C. Chapter announces its Tenth Annual Awards Program which will give recognition to those men and women in the Washington Metropolitan area who have made outstanding contributions to, and in, the field of training and development.

In this period of rapidly changing technology, increased attention is being given to the need for establishing and improving employee training and development programs to provide needed capability and highly qualified manpower resources.

We would appreciate your cooperation in giving the widest possible publicity to the enclosed announcement and in encouraging the submission of nominations by key officials of your organization.

Sincerely yours,

John A. Cacci
JOHN A. COCCI
Chairman, Awards Committee

Encl:
Announcement

AMERICAN SOCIETY OF TRAINING DIRECTORS
WASHINGTON, D. C. CHAPTER
October, 1962

The Washington, D. C. Chapter of the American Society of Training Directors announces its Tenth Annual (1962) Awards Program. The purpose of this program is to recognize outstanding contributions made during 1962 to, and in, the field of employee training and development. One award, in the form of an appropriate wall plaque, will be given in each of the following categories:

1. Individual Award - to be granted to an individual for an outstanding contribution (or contributions) for and to the training and development profession.
2. Organization Award - to be granted to an organization for an outstanding contribution (or outstanding contributions) to the training and development profession.
3. Single Program Award - to be granted to an individual for the development of an outstanding single training and development program.
4. Function Award - to be granted to the individual who did the most effective job in developing or improving the training and development function in his company or agency.
5. Special Recognition Award - to be granted to either an individual or an organization for an outstanding contribution to, or in, training and development which is not covered by any of the above categories.

Awards will be presented at the Chapter's Annual Awards Dinner to be held Tuesday, February 5, 1963, at the Officers Club, Navy Yard Annex, U. S. Naval Station, Washington, D. C. (formerly Naval Weapons Plant).

You are invited to nominate one or more persons for awards in any or all of the above-listed categories. Nominees do not have to be employed by your organization but all nominations must be thoroughly documented.

Nominations are to be forwarded in triplicate to:

Mr. John A. Coccia
Chairman, Awards Committee
Office of Industrial Relations
Navy Department
Washington 25, D. C.

and must be postmarked not later than midnight, December 1, 1962.

Several nomination forms are enclosed. If additional copies of the enclosed forms are needed, you may either reproduce these forms or obtain extra copies by calling Mr. Coccia at Oxford 54829 (Code 11, Extension 54829).

The Awards Committee reserves the right not to grant an award in one or more of the named categories, if, in its opinion, the quality of the nominations received does not warrant the granting of an award.

AMERICAN SOCIETY OF TRAINING DIRECTORS
WASHINGTON, D. C. CHAPTER

TO: Mr. John A. Coccia
Chairman, Awards Committee
Office of Industrial Relations
Navy Department
Washington 25, D. C.

This is an application for the:

- Individual Training Award
- Organization Training Award
- Single Training Program Award
- Training Function Award
- Special Recognition Award

For: Name _____

Title _____

Employed by _____

Address _____

This candidate merits consideration for this award for the reasons summarized below. A detailed statement of his contribution, in triplicate, is enclosed with this application.

Signature and Title of Person Making Nomination

Address and Phone Number

AMERICAN SOCIETY OF TRAINING DIRECTORS
WASHINGTON, D. C. CHAPTER

TO: Mr. John A. Coccia
Chairman, Awards Committee
Office of Industrial Relations
Navy Department
Washington 25, D. C.

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Signature and Title of Person Making Nomination

Address and Phone Number

STATINTL

Standard Form 63
Nov. 1961 Edition
63-104

MEMORANDUM OF CALL

Date 11/14	Time 4:20
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TO

V

 YOU WERE VISITED BY—

(OTR)

TELEPHONE:	Number or code	Extension
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- | | |
|---|--|
| <input type="checkbox"/> PLEASE CALL | <input type="checkbox"/> WAITING TO SEE YOU |
| <input type="checkbox"/> WILL CALL AGAIN | <input type="checkbox"/> WISHES AN APPOINTMENT |
| <input type="checkbox"/> RETURNING YOUR CALL | |
| <input type="checkbox"/> IS REFERRED TO YOU BY: | |

✓ LEFT THIS MESSAGE: re the invitation from the American Society of Training Directors to make nominations for awards. OTR did have one but then elected not to make it because in order to make the case they would have to create such a security problem that it eliminates the possibility --- so, in this light, their nominations are negative.

Received By—	
	imp

-1- GOVERNMENT PRINTING OFFICE 1962 O-633141

TRANSMITTER	LIP	DATE
TO: <i>File</i>		
ROOM NO.	BUILDING	
REMARKS: <i>No nominations - see attached.</i>		
<i>No reply required to form letter. Discussed with [REDACTED]</i>		
FROM [REDACTED]		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957-O-439445

(47)